

Attestation Statements

Paid Lunch Equity:

The School Food Authority (SFA) will complete the Paid Lunch Equity (PLE) Tool as discussed in **Commissioner's Memo CNU-17-036**. The PLE Tool is on the Forms page of the Child Nutrition Unit website. If, based on accurate completion of the PLE Tool, the SFA is required to increase paid lunch revenue the SFA will either increase the amount charged to paying students for lunch meals, or will increase revenue by contributing non-federal funds to the child nutrition program, or a combination of increase paid student prices and contributing non-federal funds. Keep PLE Tool and supporting documents for Administrative Review and audit purposes.

On Line Claim for Reimbursement:

School Food Authorities (SFAs) are reminded there must be **THREE (3)** separate people involved with the Child Nutrition On-line Claim for Reimbursement. This internal control mechanism is in place to help prevent claims submitted with errors and Legislative Audit findings.

The district Child Nutrition Single Sign-On (SSO) account manager can assign privileges for Entry and Submit with District Superintendent approval. Arkansas Department of Education (ADE) SSO account manager must receive a form signed by Superintendent in order to make changes to the person assigned with Approve privileges.

The SFA personnel responsible for the on-line claim are:

Entry – This is the person that enters all the claim information into the on-line claim system based on source documentation. This documentation will include (but is not limited to) APSCN financial reports of income and expenses, unpaid bills, income due to program, as well as inventory (purchased and USDA Donated Foods), daily records to support number of reimbursable breakfast, lunch and snack (if applicable) meals served to students, etc.

Submit – This person looks at the claim that was entered by the Entry person, confirms that all information reported on the claim is accurate and backed up with appropriate source documents.

Approve – This person looks at the claim that has already been entered and submitted. It is necessary for the approval person to confirm that all information submitted on the claim is accurate and supported by appropriate source documents.

Professional Standards:

The School Food Authority (SFA) agrees to abide by the USDA Professional Standards requirement, as well as the Arkansas Child Nutrition Director Certification requirements. Please see **Commissioner's Memo CNU-16-028: Hiring and Training Standards Released in Guide to Professional Standards for School Nutrition Programs**, AND **CNU-16-030: 2016 Child Nutrition Directors Certification Training** for more information.

All SFAs newly hired (after July 1, 2015) Child Nutrition Directors must have minimum prior training standards of at least eight (8) hours of food safety training, either not more than five (5) years prior to starting date, or completed within thirty (30) days of the Child Nutrition Directors start date.

District Superintendent Signature

District Child Nutrition Director Signature

Date

Date